

**THE TULALIP TRIBES**  
**Tulalip Data Services**  
**Job Description**

**JOB TITLE:**     Software Developer I

**JOB NUMBER:**   QCV 004-06

**NOTE:**   Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Tulalip Data Services offers a unique work environment with opportunities to work on a diverse portfolio of projects, excellent personal and professional development opportunities, and an excellent benefit package. We are a fast-growing organization – and recognized locally and nationally as an innovative place to work. We work closely with major software and hardware companies – and we received recognition from Harvard University via the “Honoring Contributions in the Governance of American Indian Nations” award. Working for Tulalip Data Services provides opportunities to make a difference and be a technology innovator!

As a software developer at Tulalip Data Services, you will be a part of a highly dynamic and enthusiastic team of software professionals. You will have the opportunity to:

- Work with the newest cutting edge technologies
- Work in a diverse work environment
- Flexible work schedules
- Opportunity to work with industry leaders
- Opportunity to receive training in cutting edge technologies

In addition, you will have the unique experience of participating in the entire software development lifecycle, not just a single aspect like most organizations. You will have the responsibility of creating, reviewing, analyzing and modifying software systems and applications. This includes documenting, encoding, testing, debugging and installing systems that support the Tulalip Tribes organization. In addition, the project feedback you report will continue to reshape each subsequent development project and ensure that each project is held to the highest standards.

**EDUCATION:** (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ Bachelor's of Science degree in Computer Science or related field of study. (attach copy or degree or transcript with application).

**SKILLS:**

- ☐ Experience developing using the Visual Studio .NET IDE, Microsoft Application Center Test, and .NET programming languages (C# .NET, Visual Basic .NET, and/or ASP .NET)
- ☐ Knowledge of the .NET framework and associated class libraries.
- ☐ Familiar with relational databases and client-server concepts.
- ☐ Working knowledge of software development lifecycles (SDLCs) and their utilization in software development projects.

**EXPERIENCE:**

- ☐ Two (2) years academic or one (1) year work experience with .NET software development projects.
- ☐ Two (2) years academic or one (1) year work experience writing documentation to describe program development, logic, coding and corrections.
- ☐ One (1) year experience using UML.

**OTHER REQUIREMENTS:**

- ☐ Experience using Microsoft™ Project, Microsoft™ Visio, and Microsoft™ Office
- ☐ Must be willing to attend progressive job related training as requested.
- ☐ Must be able to work evenings, weekends, and/or holidays as needed or requested.

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.
- ☐ Ability to lift and carry 40 lbs. on a frequent basis.
- ☐ Mobility to bend, stoop, and/or climb stairs on an occasional basis.

**Tribal Department:** Tulalip Data Services

**Employee Classification:** Non-Exempt

**Job Summary:** You will have the unique experience of participating in the entire software development lifecycle, not just a single aspect like most organizations. You will have the responsibility of creating, reviewing, analyzing and modifying software systems and applications. This includes documenting, encoding, testing, debugging and installing systems that support the Tulalip Tribes organization. In addition, the project feedback you report will continue to reshape each subsequent development project and ensure that each project is held to the highest standards.

**Employee Reports To:** Software Engineering Manager

**Extent of Authority:** Under the direction of direct supervisor, performs job duties providing support and service to all tribal software projects in accordance with established policies and procedures.

**Specific Duties Performed:**

1. Consult with users to identify current operating procedures and to clarify program objectives.
2. Write documentation to describe program development, logic, coding, and corrections.
3. Write code in high level object oriented programming languages.
4. Write and execute test plans.
5. Write manual(s) for users to describe installation and operating procedures.
6. Modify existing operating procedures or project documentation to facilitate requirement changes.
7. Participate in continued education opportunities as necessary for successful completion of assigned tasks.
8. Participate in the TDS mentoring program.
9. Perform other related duties as deemed necessary or requested.

**Terms of Employment:** This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Employee may be required to work after hours and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Pay Range:**      \$23.96 - \$29.12

**Opening Date:** 10/17/2006

**Closing Date:**    Until Filled